



JusticeCorps Bay Area

MEMORANDUM

To: JusticeCorps Members
From: Jake Jimenez, Program Specialist
Re: Public Transit Travel Reimbursement
Date: October 6, 2021

JusticeCorps Student Members are eligible to receive travel reimbursement for their commute to and from service. Members taking public transit (BART, CalTrain, AC Transit, etc.) are reimbursed via Clipper Card funds. Once their reimbursement total, the amount they have already spent out of pocket, reaches an amount equal to or greater than \$50 (or \$92 for members taking Caltrain), members submit a [clipper card request form](#). Upon approval of their clipper card request, members will be issued a JusticeCorps Clipper Card. Members will only need to submit this form once **if** all trips to/from service thereafter are debited to their JusticeCorps Clipper Card. For the duration of the program year, JusticeCorps-issued Clipper Cards should only be used for travel to and from JusticeCorps service, trainings, and events. Members **should not** use their JusticeCorps Clipper Cards for **any trips unrelated to their service**. All cards are registered to the JusticeCorps Clipper Account, allowing program staff to review trip activity and ensure funds are being used appropriately. Once the clipper card funds reach below \$10, members should contact Jake Jimenez <jjimenez2@alameda.courts.ca.gov> to reload their card back to their “capital outlay” or “base amount” of funds.

*Members may load additional funds to their clipper card, and it will not affect their reimbursement amount.

*If a JusticeCorps-issued Clipper Card becomes lost or stolen, members should contact Jake Jimenez <jjimenez2@alameda.courts.ca.gov> to freeze funds and reissue new card

Acknowledgement of receipt:

Please acknowledge receipt and understanding of this policy by signing and dating below.

Signature

Date

Print Name